



Post title:	School Caretaker & Lettings Assistant
Responsible to:	Federation Business Manager
Hours of work:	Monday to Friday; 6.15pm to 9.15pm (15 hours per week), with a requirement to work one weekend in every four . Weekend hours are approximately 3 hours per day on Saturday and Sunday, between 8:00am and 3:00pm
Salary:	NJC Pay Range Grade 2 £25,185 - £25,583 FTE.

1. JOB PURPOSE

To ensure that the school premises are safe, secure, clean, and well-maintained at all times, providing a positive environment for pupils, staff, and visitors. This job description describes the normal duties of the postholder; however, the duties may vary or be amended depending upon the needs of the school.

2. MAIN DUTIES AND RESPONSIBILITIES

2.1 Site Security

- Open and close the school buildings and grounds as required.
- Ensure all doors, windows, and gates are secure.
- Operate alarm systems and act as a key holder.
- Respond to call-outs when necessary, outside of normal working hours (Payment will be made)

2.2 Maintenance and Repairs

- Main point of contact for all maintenance and caretaking duties
- Carry out minor repairs and general maintenance tasks including painting and decorating
- Maintain fixtures, fittings, and equipment in good working order.
- Report major faults and liaise with external contractors- for example school heating, plumbing and electrical system
- Monitor contractor work on site to ensure quality and value for money
- Undertake emergency repairs

2.3 Health and Safety

- Ensure compliance with health and safety legislation.
- Undertake Health and Safety Training
- Carry out Health and Safety inspections of the premises and grounds.
- Check fire alarms, extinguishers, and emergency exits regularly.

- Test emergency lighting
- Report hazards and maintain accurate records.
- Oversee the implementation of the Health and Safety Policy
- Work closely with the School Governor with responsibility for overseeing H+S
- Act following external reports

2.4 Cleaning and Grounds

- Undertake and supervise cleaning duties
- Maintain all outdoor areas including playground pathways.
- Carry out seasonal duties such as gritting and snow clearance.
- Ensure safe disposal of waste and recycling.
- Liaise with the ground's maintenance contractors
- Ensure all internal glass in windows and doors are kept clean
- Undertake periodic cleaning of carpets.
- Maintain COSHH records
- Maintain stocks and supplies of cleaning equipment

2.5 Facilities

- Prepare rooms for assemblies, events, meetings and school activities.
- Assist with school lettings and community use of the premises.
- Move furniture and equipment as required.
- Liaise with the out-of-hour Lettings Officer as appropriate

2.6 Safeguarding

- Safeguard and promote the welfare of children.
- Always follow school safeguarding policies and procedures.
- Report any concerns immediately to the designated safeguarding lead.

2.7 Line Management

- Line manages other cleaners to ensure that cleaning is carried out to the highest of standards
- Be part of the recruitment process for recruiting cleaners

2.8 Reasonable Tasks

- Undertake any reasonable task related to the role not specifically detailed in this job description.

3. PERSON SPECIFICATION

Essential

- Experience in caretaking, maintenance, or a similar role.
- Basic DIY and repair skills.
- Good painting and decorating skills
- Knowledge of health and safety practices.
- Ability to work independently and use initiative.

- Good communication skills.
- Flexibility to work outside of normal working hours when required
- Computer literate

Desirable

- Experience working in a school environment.
- Relevant training (e.g. Health & Safety, COSHH).

4. PERSONAL ATTRIBUTES

- Reliable, punctual, and trustworthy.
- Excellent interpersonal skills
- Flexible and adaptable approach to work.
- Friendly and approachable.
- Committed to maintaining a safe and welcoming environment.

5. ADDITIONAL INFORMATION

- Weekend work is required (working one in four weekends)
- The post is subject to an enhanced DBS check